

Preserving & Restoring, Developing &
Protecting
Cane River's Historical Character



Recognizing Cane River's Contribution
To The American Experience

**GRANTS PROGRAM MANUAL
FISCAL YEAR 2003**

**CANE RIVER NATIONAL HERITAGE AREA
P. O. BOX 1201
NATCHITOCHEs, LA 71458**

Download the application and guidelines at our web site:
www.caneriverheritage.org

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^A **NATIONAL HERITAGE AREA** is a place designated by the United States Congress where natural, cultural, historic, and recreational resources combine to form a cohesive, naturally distinctive landscape. Heritage areas are representative of the national experience through the physical features that remain and the traditions that have evolved in the areas. Continued use of the national heritage areas by people whose traditions helped to shape the landscapes enhances their significance.

The designation of a national heritage area is recognition of a community's efforts to identify natural and cultural resources that define its sense of place and its stories. Designation recognizes nationally significant and living landscapes and the role of such places in defining the collective American cultural landscape.

The **CANE RIVER NATIONAL HERITAGE AREA** is a place where American Indians, French, Spanish, African and later American cultures came together to create a way of life dependent on the land and the river and each other. Today colonial forts, Creole plantations, churches, cemeteries, historic transportation routes and commercial centers provide a special view into this past.

Cane River National Heritage Area (CRNHA) was designated by Congress in 1994 and is located primarily in Natchitoches Parish. It includes six National Historic Landmark sites, a 33-block National Historic Landmark District, three State Historic Sites at former military forts in the area, Cane River Creole National Historical Park (two sites), and many other historic plantations, homes and churches. The central corridor of the Cane River National Heritage Area begins just below the City of Natchitoches and meanders south along both sides of Cane River Lake for 35 miles. While much of the roughly 116,000 acre heritage area is privately owned, many sites are open to the public.

The **VISION** for Cane River National Heritage Area is to be the best preserved and interpreted example of the rich continuum of Louisiana history and culture from frontier exploration through plantation agriculture to present day lifestyles, traditions and celebrations. Its residents will enjoy a quality of life based on respect for privacy and traditional lifestyles and on a strong, healthy

economy compatible with the historical character of the region. Economic benefits of heritage tourism will assist in the long-term preservation and enhancement of heritage resources.

The **GRANTS PROGRAM** is designed to achieve the **CRNHA** vision through supporting projects that recognize the importance and enhance the value of the Cane River region. The program's purpose is to provide funding and establish partnerships that contribute to a culturally sensitive approach to the preservation of the Cane River region's heritage. The **CRNHA** grants program implements this purpose by supporting projects that relate to one or more of the following objectives:

OBJECTIVES

- ❑ Preserve, interpret and promote the cultural landscape and history of the Cane River region.
- ❑ Conserve, interpret and promote the understanding of cultures of the Cane River region.
- ❑ Increase visitation and public participation through enhancement of programs and special events related to historic preservation, cultural conservation, education and heritage tourism.
- ❑ Provide opportunities for residents in the region to assist in preservation and education.
- ❑ Promote local partnerships with organizations, educational institutions, businesses and individuals.
- ❑ Complement the Cane River Creole National Historical Park.

No funding cap has been set for the **CRNHA** grants program. For examples of past funding patterns please review the grants section of our website at www.caneriverheritage.org.

Important Dates

Notification of Grant Guidelines & Applications

- ❑ **Monday, March 10, 2003**

Workshop: The Preservation/Restoration Grant Process

- ❑ **Monday, March 24, 2003**

Workshop: The Research Grant & Development Grant Process

- ❑ **Monday, March 25, 2003**

Application Packet Deadline

- ❑ **Friday, April 25, 2003 by 5:00 p.m. (CST)**

Notification of Awards

- ❑ **Monday, June 02, 2003**

Signed Cooperative Agreements Due

□ **Monday, June 30, 2003**

COOPERATIVE AGREEMENT

The **CA** is the formal contractual agreement between the individual/organization receiving the grant and **CRNHA**. This agreement and any addendums are detailed and specific to each project.

Some points covered in the agreement follow:

- The **CA** establishes the amount of the grant award, sets forth the project requirements and grant conditions, and defines the project scope of work. In addition, at the execution of the **CA** the grantee will be required to sign documents releasing the **CRNHA** of any legal responsibilities concerning liability and errors and omissions. All project requirements and grant conditions apply to grant funding & the cash/in-kind match.
- The **CA** is active for a period of one year and may be extended beyond that time at the agreement of both parties.
- The **CA** requires the grantee to use **CRNHA** funds only as specifically detailed in the agreement. Funds expended prior to execution of the agreement will not be reimbursed.
- The **CA** requires the grantee to comply with all local, state and federal regulations concerning the project (The National Historic Preservation Act, The National Environmental Policy Act, the Natchitoches National Historic Landmark District ordinances, and any other applicable laws).
- The **CA** governs the dispersal of grant funds that are awarded on a scheduled, reimbursable basis. Any funds not expended at the end of a grant period or upon termination of the grant remain with the **CRNHA**.
- The **CA** sets forth media requirements on the project.
- The **CA** requires the grantee to provide proof of general liability insurance.
- The **CA** establishes that operation and implementation of the grant is the sole responsibility of the grantee.

***No grant project can begin until the Cooperative Agreement is signed and all compliance with local, state and federal regulations is complete.**

*** Grant funds may be taxable. The CRNHA staff does not provide information concerning tax issues in regards to grant funds. It is the grantee's responsibility to seek additional information on this matter.**

PROJECT COMPLIANCE

The **CRNHA** grants program must follow all applicable federal, state, and local regulations. Regulations are designed to eliminate or limit any adverse effect to a historic structure, site, or cultural landscape.

Legal compliance and **CRNHA** requirements follow for each category of available grants:

Preservation & Restoration

Projects that assist in the preservation, stabilization, and/or restoration of historic properties, landscapes and cultural resources within **CRNHA** boundaries are subject to the following federal, state, and local regulations and **CRNHA** requirements.

Legal Requirements

The grant recipient must:

- ❑ Comply with the Secretary of the Interior Standards for the Treatment of Historic Preservation <http://www.cr.nps.gov/linklaws.htm>, the National Environmental Policy Act <http://www.cr.nps.gov/linklaws.htm> and Section 106 of the National Historic Preservation Act www.achp.gov/work106.html.
- ❑ Provide documentation stating project-approval from the Historic District Commission for any property located within the Natchitoches Historic Landmark District.
- ❑ Provide structure/public visitor access to site at least 12 (twelve) days annually for a period of 5 (five) years after project has been completed.

CRNHA Requirements

The grant recipient must:

- ❑ Provide a 50/50 cash and /or in-kind (donated services or time) match. Federal funds **can not** be used to match **CRNHA** funds. HDDC funds **can not** be used to match **CRNHA** funds.
- ❑ Provide additional documentation such as existing site plans, proposed site plans, and contractor proposal (s).
- ❑ Display an exterior **CRNHA** sign during grant assisted project work.

- ❑ Provide proof of insurance in accordance with the Cooperative Agreement.

Note: The Program Manager will conduct a site visit during the compliance process. When all legal compliance and CRNHA requirements are met the grantee will be notified and project work can begin.

RESEARCH

Projects that assist in the discovery and documentation of history and culture in the Cane River region are subject to the following federal, state, and local regulations and **CRNHA** requirements:

Legal Compliance

- ❑ Research projects that impact pre-historic/historic sites and properties must comply with the National Environmental Policy Act and the National Historic Preservation Act.

CRNHA Requirements

- ❑ Any document that is produced as a result of the grant project must be made available to the public as specified in the Cooperative Agreement.
- ❑ Some projects may require general and professional liability insurance as noted in the Cooperative Agreement.

Note: Areas of interest include archaeology, ethnography, history, linguistics, architectural history and other related disciplines.

Note: The Program Manager will conduct a site visit during the compliance process. When all legal compliance is met the grantee will be notified and project work can begin.

DEVELOPMENT

Projects that fund creative, culturally sensitive and educational endeavors intended to enhance residential or visitor experience of the Cane River region are subject to the following federal, state, and local regulations and **CRNHA** requirements:

Legal Compliance

- ❑ Projects that impact pre-historic/historic sites and properties must comply with the National Environmental Policy Act and the National Historic Preservation Act.

CRNHA Requirements

- ❑ Any document that is produced as a result of the grant project must be made available to the public as specified in the Cooperative Agreement.
- ❑ Some projects may require general liability insurance as noted in the Cooperative

Agreement.

Note: The Program Manager will conduct a site visit during the compliance process. When all legal compliance is met the grantee will be notified and project work can begin.

ALL grantees are required to:

- ❑ Submit a detailed project progress report six months into the project after notification from the **CRNHA**.
- ❑ Submit a detailed final report within three months after the completion of the project work.
- ❑ Document time donated to project by staff and volunteers during the course of the project. Donated time or services must be documented in the Progress Report and Final Report.
- ❑ Request in writing an extension of the grant period if the project can not be completed as outlined in the Cooperative Agreement.
- ❑ Request in writing an extension of the grant period if changes in the project budget or project scope of work occur and the project cannot be completed as outlined in the Cooperative Agreement. If a project can't be completed as outlined in the Cooperative Agreement the **CRNHA** reserves the right to request full reimbursement of funds paid to grantee.
- ❑ Acknowledge **CRNHA** funding in all materials publicizing or resulting from grant activities.
- ❑ Allow inspection of projects and grant fund records by **CRNHA** or other authorized federal agencies.

FUNDING GUIDELINES & PROCEDURES

Payment Schedule

Each project will be funded on a payment schedule, set in three phases plus a final payment. **Phase One** of the project is available for 33% reimbursement of the grant award when the project work is one-third complete. **Phase Two** of the project becomes available for another 33% reimbursement of the grant award when the project is two-thirds complete. **Phase Three** of the project work becomes available for 29% reimbursement of the grant award when all project work is complete. The remaining 5% of the grant award will be reimbursed to the cooperator once the **CRNHA** Project Review and **CRNHA** Final Report are complete.

Request for Reimbursement

Cooperators should make all requests for reimbursement at the proper time by utilizing standard form (SF-RFR). The ‘**Request For Reimbursement**’ Standard Form (SF-RFR) should be completed and submitted to the **CRNHA** office at the end of each Payment Schedule Phase, as described above. Copies of paid invoices documenting cash and in-kind expenditures should accompany requests for reimbursements.

Reallocation of Funding

Any change in a project’s scope of work must be communicated to the **CRNHA** office using the ‘**Reallocation of Funding**’ standard form (SF-ROF). The request will be presented to and reviewed by the **CRNHA** Commission. Approval by the Commission may warrant a project amendment in the form of an addendum to the Cooperative Agreement. If the Commission decides an addendum is necessary, that document must be created and executed prior to the enactment of any approved revision(s).

Project Extension Request

Any revision of the project timeline must be communicated to the **CRNHA** office using the ‘**Project Extension Request**’ standard form (SF-PER). The request will be presented to and reviewed by the **CRNHA** Commission. An addendum will be created and executed if approved.

REPORTING PROCEDURES

At the six-month interval of each project's start date, the grantee must complete a project progress report. This report helps the **CRNHA** Commission and staff to better monitor project activity and understand grantee experiences.

- ❑ The first page of the report asks for basic grantee, funding and project information. The second and third pages request specifics on project progress, challenges, expenditures, and media activity.
- ❑ Standard form (SF-PR) 'Progress Report', will be made available to each grantee at the appropriate time and is available online at the **CRNHA** website www.caneriverheritage.org

Within three months of a project's completion, the grantee must submit a Final Report to the **CRNHA** office. (SF-FR) Final Report is used to evaluate the outcome of grant-assisted activity at the completion of a project.

- ❑ The first page of this report asks for basic grantee, funding and project information. The second through fifth pages request specifics on planned objectives and actual outcomes, total expenditures, media activity and additional project plans for future **CRNHA** grant cycles.
- ❑ Standard form (SF-FR) 'Final Report', will be made available to each grantee at the appropriate time and is available online at the **CRNHA** website www.caneriverheritage.org
- ❑ Failure to submit a timely and acceptable Final Report places the grantee in noncompliance with the terms of the Cooperative Agreement.
- ❑ Final payment will be withheld until the Final Report is complete.

CRNHA reserves the right to terminate a project for any of the following reasons:

- ❑ Failure by the grantee to observe the conditions of the Cooperative Agreement.
- ❑ Failure to demonstrate progress on a grant project.
- ❑ The order of an act of bankruptcy.

ATTACHMENTS

The Cane River National Heritage Area uses standard forms to simplify correspondence between the grantee and **CRNHA** staff. Each standard form is downloadable in PDF and Microsoft Word format. Forms also may be obtained by request to the CRNHA staff at (318) 356-5555.

| | |
|--------|---------------------------|
| SF-RFR | Request For Reimbursement |
| SF-ROF | Reallocation Of Funding |
| SF-PE | Project Extension Request |
| SF-PR | Progress Report |
| SF-FR | Final Report |

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For more information about **Cane River National Heritage Area**, please visit our website at
www.caneriverheritage.org